

TREASURER

- Attend all meetings / functions listed as required.
- Prepare spreadsheets per team (with participants information if available).
- Attend all meetings / functions listed as mandatory.....
- Update spreadsheets after collecting payments in a timely manner.
- Work with Board members to collect payments on the determined schedule dates and times.
- Make bank deposits of payments in a timely manner.
- Get credit card approvals and reconcile with bank spreadsheet.